

Maryland WIC Program Specifications:

Eco Jenny Brown Paper Bag

Commodity Details

Item: Eco Jenny Bag, brown paper

Size: 10"W x 5" x 13"H

Description:

- Brown paper shopper bag
- Serrated cut top
- Twisted paper handles



Quantity: 40,000 each

Cost:

- **Total cost, including freight and logo on both sides, cannot exceed \$25,000**
- Breakdown on bid sheet.

Imprint (See attached):

- Imprint area approximately 7"W x 7" H
 - Imprint Method: Flexograph
 - Logo will be imprinted in one color to be specified by the Maryland WIC Program.
 - Logo will be provided by the Maryland WIC Program.
- Each paper bag shall be imprinted on **both sides** using non-toxic, lead-free material that does not rub off and should be legible. Artwork will be provided via e-mail from colleen.phebus@maryland.gov. Set up charge must be included in the unit cost.
- We will not pay for overages. We will only pay for quantity indicated on the purchase order. If however, we receive less than the quantity on the purchase order, we will only pay for the lower quantity.

Samples:

- A sample of the bag imprinted with a logo of any type will be requested from the lowest bidder. This sample will be evaluated to be certain that it meets the above specifications. Sample should be sent to Gene Nadolny at the Maryland State WIC Program, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 103, Baltimore, MD 21201, Telephone # (410) 767-5239.

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- Blueline proofs with the attached imprints must be provided by the awarded vendor prior to production for approval. Please send to Gene Nadolny at the Maryland State WIC Program, Department of Health and Mental Hygiene, 201 W. Preston Street, Room 103, Baltimore, MD 21201, Telephone # (410) 767-5239.

Freight Terms

Maryland State WIC Program's freight terms for US domestic shipments are FOB destination, freight pre-paid by the vendor for all shipments.

Shipping Method

- Shipments that are 10 cartons and 200lbs or less and meet other FedEx or UPS ground guidelines should be shipped by FedEx or UPS ground.
- All orders that exceed 10 boxes and 200 lbs **must be palletized.**
- **No container shipments shall be accepted.**

Packaging Instructions

- Vendor shall provide shipping containers (boxes, cartons, etc.) constructed to provide for handling and shall afford the item protection.
- Vendor shall utilize shipping containers uniform in size whenever possible.
- Vendor shall utilize containers of minimum tare weight and size consistent with the protection required.
- Vendor shall utilize containers that meet the minimum packaging requirements of the common carriers (if so shipped) for acceptance for safe transportation.

Shipment Preparation

Carton Preparation

- No individual carton to exceed a maximum weight of 40 lbs.
- **MASTER CARTONS are to hold 250 bags which will be comprised of 5 inner cartons that will hold 50 bags.**
- The following information shall be clearly placed, stamped, or printed on each box, carton or case. The Letters and numbers shall be a minimum of ½ inch in height and in bold print.
 - Mark the outside of each shipping carton with the WIC purchase order number
 - Item number
 - Product description from purchase order

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- Mark the total number of cartons being shipped on the outside of each carton (example: 1 of 6, 2 of 6, etc.).
- Packing lists must be attached to the outside of the cartons.

Palletized Loads

- Each pallet shall contain cartons which contain one item number.
- All orders that exceed 10 boxes and 200 lbs must be palletized and conform to the following specifications:
 - All pallets used shall be, at the minimum, a grade A GMA four-way pallet in good condition and measuring 48" (long) and 40" (wide).
 - Each pallet shall have three single stringers (runners). One stringer shall be on each side and one in the center running the length of the pallet.
 - The pallet shall not have any missing, broken, or split boards. Each pallet shall have five boards in good condition securely fastened on bottom and seven boards in good condition securely fastened on the top.
 - Each pallet shall present a clean appearance with no dirt, grease, or other foreign material on it.
 - The product stacked on pallets shall be stacked in a manner that maximizes the trailer cube, but does not damage the product.
 - Pallets shall not exceed a maximum weight of 2,000lbs (908 kilograms).
 - All carton labels must be facing outward and cartons securely shrink-wrapped to pallet.
 - Each pallet must be identified as follows: PO number, pallet number 1 of 6, 2 of 6, etc.
 - The vendor/shipper shall ensure that the last pallet loaded shall have a freight bill and/or packing list and it is facing the door of the trailer. Copy of the packing List should be attached to the paperwork.

Delivery Document Preparation

Packing List

Each WIC purchase order number must have a separate packing list. Vendor shall ensure that all materials shipped shall be accompanied by a standard commercial packing list. Vendor shall include the following information on the packing list:

- Ship-to address, exactly on the purchase order
- Ship From address
- Purchase order number
- Item number / purchase order item name / description
- Quantity of each purchase order item
- Mark the total number of cartons, pallets and total weight being shipped on packing list(s)

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- Packing lists must be attached to the outside of the cartons.

Delivery Appointment Scheduling / Advance Shipping Notice

Advanced notice of delivery shall be made by phone 240-420-5263 or fax 240-420-5262 to Mike Pickerall. Delivery information shall include:

- Delivery date
- Number of cartons / pallets
- Purchase order number and item description

Complete orders shall be shipped to the Maryland WIC Distribution Center, 947 N Burhans Blvd, Hagerstown, MD 21742

Failure of the vendor / shipper to comply shall result in the product being returned at the vendor's expense.

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Bid Form

PROCUREMENT I.D. NUMBER:

ISSUE DATE:

TITLE:

Offeror Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

- \$_____ each, including logo and shipping , x 40,000 = \$_____
- Total cost _____ (not to exceed \$25,000)

Signature

Date

Vendor signature and date certifies that price submissions are correct and that vendor agrees to perform all services stated in **the Bid Board Solicitation**